



ASSOCIATE AVIATION CONSULTANT
OPEN SPOT FOR
SACRAMENTO
CONTINUOUS FILING

THIS BULLETIN CANCELS AND SUPERSEDES THE BULLETIN RELEASED ON 09/08/05.

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

OPEN SPOT FOR	HEADQUARTERS – SACRAMENTO Candidates may only establish eligibility in <u>this</u> location. Applications will be accepted on an open basis only.					
CONTINUOUS TESTING	Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant. Each new cut-off (final filing) date will be publicized to ensure that applicants have adequate time to complete and submit an application.					
HOW TO APPLY	<p>Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL <u>NOT</u> BE ACCEPTED. Applications postmarked AFTER THE FINAL FILING DATE, personally delivered or received via interoffice mail AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL BE HELD FOR THE <u>NEXT</u> ADMINISTRATION OF THE EXAMINATION. THE EXAMINATION TITLE <u>MUST</u> BE INDICATED ON THE APPLICATION.</p> <table><tr><td>FILE BY MAIL:</td><td>Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036</td><td>FILE IN PERSON:</td><td>Department of Transportation 1727 30th Street, 1st Floor Sacramento, CA 95816 (916) 227-4788</td></tr></table> <p>SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO <u>NOT</u> SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet.</p>		FILE BY MAIL:	Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036	FILE IN PERSON:	Department of Transportation 1727 30th Street, 1st Floor Sacramento, CA 95816 (916) 227-4788
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REASONABLE ACCOMMODATION	If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.					
SALARY RANGE	\$4611-\$5602					
QUALIFICATIONS APPRAISAL INTERVIEW	Eligible candidates will be notified by mail approximately 10 days in advance of the qualifications appraisal interview date.					
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.					
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.</p> <p>NOTE: All applications/resumes must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications/resumes received without this information will be rejected.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.</p>					
MINIMUM QUALIFICATIONS	<p>Commercial Pilot’s Certificate with an airplane and an instrument rating. and</p> <p>Either I</p> <p>One year of experience in the California state service performing the duties of an Assistant Aviation Consultant.</p> <p>Or II</p> <p>Experience: Three years of responsible experience in airport operations, planning, development, or management involving the interpretation or implementation of aeronautical development policies. (Experience in the California state service applied toward this requirement must be performing the duties of a class at a level of responsibility at least equivalent to Assistant Aviation Consultant.)</p> <p>and</p> <p>Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience being equivalent to one year of education.)</p>					
ADDITIONAL DESIRABLE	Demonstrated interest in and enthusiasm for the development of an aviation transportation system; and willingness to travel throughout the State.					

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

QUALIFICATIONS

POSITION
DESCRIPTION

This is the full journey level. Incumbents may work independently or in a lead capacity. Under direction, incumbents are assigned the more complex responsibilities for aeronautics program activities. They provide technical assistance to local agencies and airport/heliport operators in the planning, development, and operation of airports/heliports, and perform the more difficult tasks involved in the promotion and development of aeronautics and the aviation industry in California. They also have a regulatory role in enforcing aeronautics laws and regulations. Incumbents provide information on the Department's aeronautical programs to the public, local agencies, industry, special interest groups, the Legislature, and other State agencies; and are responsible for complex special studies or a major segment of the Department's activities relating to aeronautics, and do other related work

EXAMINATION
INFORMATION

This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

Scope:

A. Knowledge of:

1. The primary techniques and skills used in flying an aircraft.
2. Effective public information techniques.
3. Principles and practices in the organization and management of aviation facilities.
4. Flight techniques and skills used in flying an aircraft.
5. Federal and State Aviation Regulations.
6. Principles and practices in the planning and developing of airport systems.
7. Administration of the California financial airport aid systems.
8. Provisions of the Federal Airport Grant Program.
9. California law as it applies to aeronautics.
10. General principles of the operation of State, county, city, and special government districts in California.

B. Ability to:

1. Gather, compile, analyze, and interpret data.
2. Reason logically.
3. Communicate effectively orally and in writing.
4. Develop and evaluate alternatives.
5. Stimulate community interest and participate in establishing and maintaining an aeronautical program adapted to local needs.
6. Recognize potentially hazardous conditions at airports/heliports, and in approaches to airports/heliports, and flight patterns.
7. Secure cooperation and maintain effective working relationships with persons interested in aeronautical programs.
8. Encourage, inspire and coordinate various work programs of numerous committees and public and private agencies.
9. Prepare clear and concise correspondence and reports.
10. Analyze situations accurately and take effective action.
11. Identify the need for and provide creative thinking related to complex aviation problems.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.

ELIGIBLE LIST
INFORMATION

An open spot eligible list will be established for the Department of Transportation in Sacramento. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitors’ eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CAREER CREDITS

Career credits are not granted in open examinations.

VETERANS
PREFERENCE POINTS

Veterans preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have applied for, these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE POINTS.**

GENERAL INFORMATION

For an examination without a written feature, it is the candidate’s responsibility to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-4788, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference points) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the areas shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Veterans Preference: California law allows granting of Veterans Preference points in open entrance examinations and open, non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open, non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veterans preference application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.